

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

ENTERING BELOW PIER ELECTRICAL VAULTS

Purpose:

PWC below pier electrical vault entry SOP.

Potential Energy Sources:

Auxiliary power(lights, sump pumps, transfer switch etc.) are left energized in this procedure.

Tools and PPE:

Work gloves, hard hat, safety shoes, nomex hoods, turtleback locking bars, voltmeter, tic tracer, socket wrenches, locks, red tags, tripod, safety rope, nomex coveralls, manhole cover lifting device.

References:

1. PWC Safety Manual lockout/tagout procedures, gas free confined space procedures.
2. NFPA 70E table A for approach distances.
3. OSHA 1910.333 safe working practices.
4. OSHA 1910 for PPE and safe manhole procedures.

Procedure:

1. Open all secondary 480 volt shore power breakers from the remote operators located at the turtleback. Test the tic tracer on an energized circuit to verify proper operation. Verify shore power plugs are deenergized with tic tracer or voltmeter. Remove shore power plugs and lock and tag the turtleback. Wear work gloves and hard hat. Beware of obstructions around the turtleback.
2. Follow existing HV lock-out procedures to de-energize the vault primary, transformer, and switchgear. Wear safety shoes, work gloves, and hard hat.
3. Gas free the vault. Wear nomex coveralls, nomex hoods, work gloves, and use safety tripod when entering the vault. Use proper lifting techniques for removing the manhole covers. Note keep safety rope attached until the vault has been verified de-energized.
4. Ensure vault is de-energized by verifying the transformer secondary bushings and switchgear bus dead. Wear nomex coveralls, nomex hoods work gloves, hard hat, and safety rope. Use proper lifting techniques when removing switchgear covers.
5. If the vault is to remain down for more than 24 hours apply an auxiliary heat source to the switchgear to keep the insulation dry. Wear leather gloves and use proper lifting techniques.

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After step 5 is complete nomex hoods and safety rope are no longer required while in the vault but may be worn at your discretion. Note you must still use safety rope while entering or exiting the vault.

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